



Environmental and Sustainability Policy

Document Ref.	ESSESPP
Version:	12
Dated:	19 January 2026
Document Author:	Nick Yoxall
Document Owner:	Nick Yoxall

Revision History

Next planned review date
18/01/2027

Version	Date	Revision Author	Summary of Changes
7	07/06/2021	Nick Yoxall	Addition of ESF Logo
8	22/02/2022	Katy Baker	Annual Review - Reference to Action Plan
9	31/01/2023	Katy Baker	Annual Review
10	31/01/2024	Katy Baker	Annual Review – Amends to 1.1 Introduction, ref Net Zero, Sub-divided 1.2 Key Aims with additional detail in 1.2.1-1.2.4
11	30/01/2025	Katy Baker	Annual Review
12	19/01/2026	Katy Baker	Annual Review – addition of 1.3 and narrative to support CRP development

Distribution

Name	Title
All Employees	Environmental and Sustainability Policy
All Stakeholders	Environmental and Sustainability Policy

Approval

Name	Position	Signature	Date
Catherine Storer	Executive Director		19/01/2026

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1 Environmental and Sustainability Policy

1.1 Introduction

This policy statement sets out Essential Site Skills aims for aiding sustainable development and the promotion of environmentally responsible behaviours. The company is committed to implementing actions to deliver the aims set out below. These actions will promote and embed sustainable development in all aspects of the company's activities with our commitment to sustainable development fundamental to what we do, and we recognise the importance of leading the way in reducing our own carbon emissions and promoting greener behaviours among our stakeholders, collectively working to reduce and to use our influence, expertise and resources to work towards not only ours but others commitment to achieve net zero.

ESS is committed to the principles of sustainability and minimising the adverse impact of its activities on the environment. This sustainability policy has been produced to endorse this commitment, guide company staff and learners of required environmental practice and promote this commitment to sustainability to all stakeholders.

This policy encompasses the guidance from many published articles and guidance. ESS recognises that its operations have an effect on the local, regional and global environment and that it can contribute towards the conservation and protection of the environment. As a consequence, ESS is committed to continuous improvements in environmental performance and the minimisation of waste and pollution. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

1.2 Key Aims

Essential Site Skills will promote, champion and support sustainable development and environmental principles in all aspects across the organisation.

Including:

- Buildings & Structures
- Curriculum & Learning delivery including Continuing professional development (CPD)
- Strategic Planning & Leadership
- Supply Chain and Procurement

1.2.1 Buildings & Structures

- Ensure that company business is conducted in a manner that improves energy efficiency and seeks to eliminate waste
- Embed the principles of sustainability in the design of any new training facilities
- Ensure that the management of existing buildings minimises the environmental impact of the energy consumed
- Promote the use of more sustainable modes of transport by encouraging staff and learners to use public transport, car share and cycle to get to the company

The Waste Electrical and Electronic Equipment

The new Waste Electrical and Electronic Equipment Regulations 2013 came into effect on 1 January 2014.

Essential Site Skills aims to meet the new regulations by minimising the impact of electrical and electronic goods on the environment. Essential Site Skills will take responsibility for proper treatment, reuse and recycling when it becomes waste and by increasing reuse and recycling and reducing the amount of waste to landfill. It seeks to achieve this by acting responsible for financing the collection, treatment, and recovery of waste electrical equipment.

Essential Site Skills will reduce the absolute quantity of waste generated and, specifically, the volume sent to landfill, year-on-year. This reduction will be achieved by:

- purchasing items with reduced packaging
- involving staff and learners in correctly segregating waste streams to maximise recycling
- promote online learning and storage to reduce paper usage
- actively promote environmental awareness among staff and learners

There are ten categories of WEEE set out as follows:

- Large Household Appliances
- Small Household Appliances
- IT and Telecommunications Equipment
- Consumer Equipment
- Lighting Equipment
- Electrical and Electronic Tools (with the exception of large scale stationary industrial tools)
- Toys, Leisure and Sports Equipment
- Medical Devices (with the exception of all implanted and infected products)
- Monitoring and Control Instruments
- Automatic Dispensers

Essential Site Skills electrical and electronic equipment covered by all ten of the classifications is used and ultimately disposed of. In order to help end users to determine which products fall within scope, Essential Site Skills will advise all staff on the use and correct disposal.

1.2.2 Curriculum & Learning Delivery

Promote sustainable citizenship and ecological awareness through sustainable development education within the curriculum:

- Develop workforce skills to help create a low carbon economy community
- Maintain and develop appropriate local and regional partnerships to maximise benefits to the community
- Support local markets, ethical and fair trade, and socially responsible initiatives within the community
- Consider sharing facilities with local community agencies and groups to make the best use of resources
- Encourage learners and providers to undertake volunteering activity as part of a community commitment to sustainable development.

1.2.3 Strategic Planning & Leadership

We will continue to work towards and maintain Essential Site Skills' position as a leader in sustainability and continue to support sector-wide developments. We will continue to highlight, support and connect to, the economic strategies drawn up and developed by the local authorities and LEP/LSIP priorities and strategy relating to local and national policy. In order to demonstrate our commitment and to evidence implementation of this policy we will ensure an Environmental & Sustainability Action Plan is maintained identifying the ways in which our activities and the way we deliver them have minimised harmful environmental impacts and supports environmental benefits.

1.2.4 Supply Chain & Procurement

We will continue to work with stakeholders and partners to encourage them to resource a support and work with all points of the supply chain that consider how to embed sustainable development into their organisational activities and management processes. This will include embedding sustainable development in any due diligence arrangements ensuring that appropriate policies are in place and monitor/manage these.

1.3 Carbon Reduction Plan (CRP)

Essential Site Skills are committed to achieving Net Zero and are members of the SME Climate Hub and contribute to the UN Climate Change High Level Champion's Race to Zero campaign to reach net zero emissions by 2050.

Baseline October 2024-September 2025:

Scope 1 emissions - 14,570 kgCO₂e

Scope 2 emissions - 10,767 kgCO₂e

Full Scope 3 carbon footprint baseline has been developed, accounting for all categories and including a data quality matrix which we are using to improve data collection processes prior to considering an application to the Science-Based targets Initiative and net zero trajectory as part of 2024/2025 reporting.

Projected carbon savings are included in all energy saving recommendations, which included improvements to HVAC systems, LED lighting, energy monitoring, renewable technologies and reduction of Fleet Vehicles, with totalled reduction of 35% per annum planned (Year 1) for Scope 1 and Scope 2 emissions. Essential Site Skills Carbon Reduction (CRP) is due to be published in Q4 2026.

As outlined previously we are partnered with several organisations to support our sustainability, net zero and carbon footprint commitment and to implement an environmental strategy and development of a CRP that aligns with our growth plans to ensure sustained high performance and delivery utilising Science-Based Targets Initiatives (SBTi) as a framework.